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PMA A-36

: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D. C.

: Number 151 August 30, 1948

: PMA PROCEDURE TRANSMITTAL

NOTICES

PERSONNEL DESIGNATION: Mr. C. Hilary Moseley has been appointed as Administrator's Fieldman for the States of Alabama, Florida, Georgia, Mississippi, and South Carolina, effective July 26, 1948. Mr. Moseley's headquarters will be at the Alabama State PMA Office, Alabama Polytechnic Institute, Auburn, Alabama.

PERSONNEL DESIGNATION: Mr. George B. Caswell has been appointed as Administrator's Fieldman for the States of Arizona, California, Nevada and Utah, effective August 6, 1948. Mr. Caswell's headquarters will be at 156 South California Street, Ventura, California.

NEW RELEASES

ADMINISTRATIVE NOTICE NO. 106 8-23-48 TRANSPORTATION REQUESTS: The new supply of transportation requests indicate bills should be sent to Washington. Issuing Offices are requested to stamp proper billing address on each request prior to issuance of the form. Distribution: A, B.

ADMINISTRATIVE NOTICE NO. 107 8-23-48 POLICY OF CONTINUING WORK IN WASHINGTON DURING HOT WEATHER: Quotes the Office of Personnel release announcing the new Department policy on group dismissals in Washington because of the heat. Also names the contact point in the PMA Personnel Division for complaints about excessive heat. Distribution: (A-Washington only), (B-Washington only).

200.1 and EXHIBITS A and B 8-13-48 APPEARANCE FEES, AND EXPENSES OF PMA EMPLOYEES SERVING ON JURY DUTY AND AS WITNESSES AT JUDICIAL PROCEEDINGS AND HEARINGS: Delegates authority to certain PMA officials to determine effect of employees testimony at Department and judicial hearings and to determine whether jury service will interfere substantially with the programs of the Department. Gives fees and allowances and pertinent requirements of witnesses summoned to and attending hearings or summoned to jury service. Distribution: A, B.

REVISIONS AND CHANGES

113.1 EXHIBIT A 7-22-48 ORGANIZATION OF PMA STATE OFFICES AND PMA STATE COMMITTEES: On page 1, Exhibit A, change the address of the Mississippi State PMA Office to "P.O. Box 1251, 1130 West Capitol Street, Jackson 5, Mississippi." Mr. Frank W. Reed replaces Mr. Robert L. Green as Chairman of

DISTRIBUTION:

A, B

Page 1

REVISIONS AND CHANGES (Cont'd)

- 113.1  
EXHIBIT A  
(Cont'd)
- of the Nebraska State PMA Committee, effective August 13, 1948. Mr. Green has been appointed as the PMA Representative on the Missouri River Basin Planning Group, effective August 12, 1948. On page 2, change the address of the Hawaiian Area Office to "303 Dillingham Building, Honolulu 16, T. H." Distribution: A, B.
- 139.1  
EXHIBIT A  
8-16-48
- LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED. This Exhibit revised to add the Commodity Credit Corporation Research Program to those on which monthly reports are submitted. Remove Exhibit A dated 7-7-48 and insert attached Exhibit A. Distribution: A, B.
- 431.1  
8-23-48  
(Supersedes  
431.1 dated  
2-19-47)
- OPERATION, STORAGE, AND IDENTIFICATION OF GOVERNMENT MOTOR VEHICLES - AREA AND FIELD: Revision of this Instruction was necessary to incorporate changes in the requirements for the operation, storage, and identification of Government motor vehicles in area and field offices. Instruction 431.1 dated 2-19-47 should be removed from the Manual and the attached Instruction inserted. Retain Exhibit A which is now in the Manual. Distribution: A, B.

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DON'T HOARD YOUR IDEAS ! MAKE THEM COUNT !

SUBMIT THEM AS EMPLOYEE SUGGESTIONS AND

EARN CASH AWARDS BASED ON THEIR VALUE

U. S. DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO. 106

TRANSPORTATION REQUESTS

It will be noted that SF-1138, U. S. Government Request for Transportation (new form), carries Washington, D. C., in the billing address.

For information of the carriers and to insure that the transportation vouchers are presented for payment to the proper offices, it is imperative that prior to issuance of the requests the issuing office shall insert the correct billing address on each request. A block stamp may be used for this purpose.

Compliance with the above requirements will facilitate the work of the fiscal offices and greatly reduce delays in payment of transportation vouchers.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO 107

POLICY OF CONTINUING WORK IN WASHINGTON DURING HOT WEATHER

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Following is quoted in full Advance No. 148, Office of Personnel. Note that group dismissals under this policy may not be made without prior approval of the Director of Personnel. Even if temperatures and humidity reach the marks listed, it is discretionary with the Director of Personnel to approve or disapprove group dismissals. The Safety Section, Personnel Division, Extension 5323, is designated as the office to be called in PMA on complaints that excessive temperatures exist.

"Advance No. 148

NOTICE TO HEADS OF AGENCIES

"Subject: Policy of Continuing Work in Washington During Hot Weather

"The following letter from Donald S. Dawson, Administrative Assistant to the President, endorses the Federal Personnel Council's recently adopted policy of continuing work in Washington during hot weather:

"For several years most departments and agencies in Washington, D.C., have followed the policy agreed to by the Federal Personnel Council for continuance of work during the hot weather period, with exceptions for extremely hot work places and individuals having health defects. In these exceptions excuse has been at the discretion of the agency. As a result and in the absence of a yardstick, there has been some disparity of practice.

"The Council has again considered the needs underlying the hot weather policy, and after careful investigation and thorough discussion has adopted the revised policy enclosed. The revision sets conditions of hot weather at or above which dismissals from extremely hot buildings or portions of buildings would be discretionary.

"I hope and urge all departments and agencies will observe and follow this policy. It does not mean that if any employee or group of employees is excused, equity will require the excusing of others. It is not intended that the policy will result in widespread dismissals of employees, but that excusing under the policy will be limited to extreme situations on a selective basis. Employees who are in quarters reasonably well adapted to hot weather should remain at work even though they may be experiencing discomfort."

## POLICY OF CONTINUING WORK IN WASHINGTON DURING HOT WEATHER

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"This policy shall be adhered to by this Department. Chapter 50, Section 4, SAR, 'Dismissal of Employees in Washington During Hot Weather,' will be amended accordingly.

"Work shall be continued unless one of the following conditions exists or is exceeded:

90° F.	•	70% humidity
91° F.	•	68% humidity
92° F.	•	63% humidity
93° F.	•	60% humidity
94° F.	•	55% humidity
95° F.	•	50% humidity
96° F.	•	45% humidity
97° F.	•	40% humidity
98° F.	•	38% humidity
99° F.	•	34% humidity
100° F.	•	30% humidity

"A schedule of official temperature test stations will be prepared and agencies occupying these locations will be asked to install accurate thermometers which should be checked with Weather Bureau standards. The humidity reading recorded by the Weather Bureau shall be used.

"On receiving a complaint from an individual or an office that excessive temperature exists, the agency personnel office or a designated official of the agency should investigate conditions and if the temperature is found to equal or exceed any of the above values, he should at once report it to the Office of Personnel, by calling Extension 2939. Group dismissals will be authorized only by the Office of Personnel.

"Individuals who have any physical symptoms that may be due to heat should report to the emergency room. These individuals and those who have any physical ailment which may be adversely affected by heat, should be granted sick leave by their supervisors, on the recommendation of the Employee Health Service.

"No employees in air-conditioned space will be excused because of the heat.

"Please post copies of this Advance on bulletin boards and circulate among your employees.

/s/ T Roy Reid  
Director of Personnel "



U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

APPEARANCE, FEES, AND EXPENSES OF PMA EMPLOYEES SERVING ON JURY  
DUTY AND AS WITNESSES AT JUDICIAL PROCEEDINGS AND HEARINGS OTHER THAN  
CONGRESSIONAL HEARINGS

I PURPOSE

The purpose of this instruction is to set forth the fees and allowances to which witnesses are entitled when summoned to and attending hearings of the Department; authority and action required for employees appearing as witnesses and jurors in judicial proceedings other than Congressional hearings; and the allowance, collection and accounting for fees and expenses of travel and subsistence in connection with such activities.

II AUTHORITY

This instruction is based upon the provisions of Section 10, Public Law 600, 79th Congress and Administrative Regulations Title 1, Chapter 8, Sections 6, 7 and 8, Title 8, Chapter 30, Section 5, Paragraph 1104 and Title 8, Chapter 7, Paragraph 206(S).

III PROVISIONS

A Witnesses summoned to and attending hearings of a department shall be entitled to the same fees and mileage (or expenses in case of Government officers and employees) as provided by law for witnesses attending in the United States courts. Witnesses whose depositions are taken are entitled to the same fees and travel allowance as witnesses in the U. S. courts. A summary chart of the details of applicable provisions and requirements is shown in Exhibit A attached.

B Department employees appearing as witnesses in Judicial Proceedings, and as witnesses on behalf of the District of Columbia in administrative and court proceedings shall be entitled to certain travel and subsistence expenses and are subject to authority of delegated officials of the Administration as outlined in the table. See Exhibit B.

IV LEAVE

A Witnesses - No charge against annual leave may be made when employees are appearing as witnesses in Department hearings or when testifying in judicial proceedings as outlined under items (a), (b) and (c) in Exhibit B. Employees appearing as witnesses listed under group (d) in Exhibit B must take annual leave, or if such leave is not available, leave without pay must be taken.

B Jury Service - Permanent or temporary indefinite employees shall not be charged annual leave while serving on a jury providing

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APPEARANCE, FEES, AND EXPENSES OF PMA EMPLOYEES SERVING ON  
JURY DUTY AND AS WITNESSES AT JUDICIAL PROCEEDINGS AND HEARINGS

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(IV B)

they are in a pay status. Temporary and "when actually employed" employees are not entitled to court leave.

V DESIGNATION OF SUPERVISORY OFFICIALS TO DETERMINE EFFECT OF  
EMPLOYEES TESTIMONY AT DEPARTMENT AND JUDICIAL HEARINGS, ETC.

The following officials of the Administration are hereby designated as the supervisory officials who shall be responsible for determining whether or not the production of records or an employee's proposed testimony is prejudicial to the public interest when subpoenaed to appear as a witness in judicial proceedings; to determine whether or not jury service will interfere substantially with the welfare of the Department as regards the duties of the employee; and to determine whether or not the attendance of witnesses at Department hearings is in the interest of the Government, pursuant to the provisions of Administrative Regulations of the Department:

The Deputy and Assistant Administrators  
Directors of Branches  
Directors of CCC Field Offices  
PMA State Chairmen  
Directors of Hawaiian and Caribbean Offices

VI JURY SERVICE OR SUMMONS TO APPEAR AS A WITNESS

Any employee of the Administration summoned for jury service or as a witness in any court shall appear in accordance with the terms of the summons. The appropriate official designated in paragraph V shall determine whether or not the appearance of the witness in producing records or in testifying is prejudicial to the public interest and shall also determine whether or not jury service will interfere substantially with the welfare of the Department as regards the duties of an employee summoned for jury duty. If it is determined that such interference would result, the court should be so informed and requested to excuse the employee. In making determination concerning employees' attendance at jury service, the authorized officers may ask the Solicitor for assistance.

VII FEES AND EXPENSES

A PMA Employees - PMA employees authorized by delegated officials to attend Department or PMA hearings away from their official headquarters will prepare and submit travel expense vouchers in accordance with the provisions contained in PMA Instruction 218.1,

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APPEARANCE, FEES, AND EXPENSES OF PMA EMPLOYEES SERVING ON  
JURY DUTY AND AS WITNESSES AT JUDICIAL PROCEEDINGS AND HEARINGS

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(VII)

"Preparation and Submission of travel Reimbursement Vouchers."

B     Non-Government Employees - When travel is involved, request for reimbursement of travel expenses and claim for authorized fees to non-government employees subpoenaed or requested by PMA officials to appear as witnesses in Department or PMA hearings will be submitted on SF-1012, Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel. When no travel expenses are involved, the claim for fees allowed for appearing as a witness or to give sworn statements in Department or PMA hearings will be submitted on SF-1034, Public Voucher for Purchases and Services other than Personal. In every case the voucher must be supported by a properly signed original or certified true copy of the subpoena, or, in the event a subpoena was not issued, the voucher must be supported by the original authorization or a certified true copy of the letter from the PMA delegated official requesting the appearance of the witness. A claim for fees and/or the reimbursement of expenses will be submitted to the branch which initiated the hearings or was directly responsible for the appearance of the witness. The designated branch official, after administratively approving the voucher, will transmit it to the Administrative Fiscal Division, Fiscal Branch, for processing.

C     Fees and Expenses over and above Necessary Expenses - Fees and expenses collected by witnesses under item (c) of Exhibit B for participation in judicial proceedings will be accounted for on a statement furnished the director of the branch concerned. All such fees and expenses collected over and above actual and necessary expenses incident to such participation will be transmitted to the Administrative Fiscal Division for deposit to the appropriate miscellaneous receipt account of the Treasury.

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## EXHIBIT A

## FEES AND EXPENSES ALLOWED WITNESSES IN DEPARTMENT HEARINGS

Description	Fees	Expenses	: Appropriation : from which ex- : penses are Paid
(a) Salaried employee of the Government as witness in case involving activities in connection with which they are employed.	: None	: Necessary travel expenses : including per diem in accord- : ance with standardized Govern- : ment Travel Regulations.	: Appropriations avail- : able for travel ex- : penses of the employee.
(b) Other than salaried employees of the Government.	: \$2.00 per day or such : other amount as may : be fixed in the ap- : propriation act of : the Department of : Justice or by other : law. <u>1/</u>	: 5 cents per mile going from : place of residence to place : of hearing and 5 cents per : mile returning. \$3.00 per : diem while attending and go- : ing to and from hearing if : unable to return to resi- : dence from day to day.	:
(c) Salaried employees of the Government attending as witnesses in cases not involving activities in connection with which they are employed.	: None	: Necessary expenses incident : to travel by common carrier, : or 5 cents per mile by pri- : vately-owned auto and \$6.00 : per diem in lieu of subsis- : tence.	: Appropriation of the : activity for which the : hearing is held.

1/ Rate per day's attendance and for time necessarily occupied in going to and returning from hearing.





## PARTICIPATION IN JUDICIAL PROCEEDINGS 1/

Description	Authority or Order for Appearance	Witness Fees	Expenses of Travel and Subsistence	Evidence of Attendance	Disposition of Fees and Expenses Collected
(a) Employees testifying in judicial proceedings arising within the Department. 2/	Appearance may be made without subpoena. An official designated in paragraph V of the Instruction should be advised fully and may refer questionable cases to the Solicitor.	None	Same as other official travel expenses and paid from appropriate Department appropriation unless paid in accordance with other arrangement made with cooperating State or subdivision thereof.	Memorandum from judicial trial tribunal.	Expenses collected retained by witness.
(b) Employees testifying for the United States or D. C. in judicial proceedings not arising within the Department.	Same as above.	None	Varied.	Same	Expenses collected retained by witness.
(c) Employees testifying in judicial proceedings not covered in (a) or (b); or employee to testify in his official capacity or as an expert witness; or to produce official records.	Attendance requires subpoena.	Varied	Varied.	Same	All amounts above actual expenses are for deposit to miscellaneous receipts of Treasury. Statement of expenses must be furnished to Branch Director.
(d) Judicial proceedings not covered by (a), (b) and (c) above.	Not specified.	Varied.	Department not concerned.	Department not concerned.	No accounting required.

- 1/ "Judicial proceedings" includes proceedings before any Federal, State, or municipal court, grand jury, special master, person, commissioner, commission, or board authorized to conduct hearings or take testimony.
- 2/ Employees in non-pay status who appear as witnesses in any judicial proceeding may accept and retain all fees and expenses allowed.



LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED 1/

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I SECTION 32 (APPROPRIATION)

A Diversion Activities - Administrative costs incident to making diversion payments to processors. No charges are to be made under this program for procurement, distribution, shipping or storage.

B Section 32 Exports - Includes only administrative costs incident to making differential payments to individual exporters. No charges will be made under this program for procurement, distribution, shipping or storage.

C Purchases and Direct Distribution - Includes all administrative costs in connection with direct purchases of agricultural commodities from Section 32 funds. All administrative costs in connection with distributing commodities purchased from Section 32 funds (direct purchases and transfers from CCC) to schools, welfare associations and other eligible outlets. Includes administrative costs of shipping activity when commodities move from point of purchase to outlet, from warehouse to outlet, or from purchase point to storage.

D Food Preservation - All work facilitating preservation of abundant foods and processing food for school lunches.

E Marketing of Abundant Foods - All work in connection with increasing sales and consumption of plentiful and/or seasonal foods through normal channels of trade.

F Administration of Marketing Agreements - All work incident to administering the Agricultural Marketing Agreement Act of 1937 as amended.

II NATIONAL SCHOOL LUNCH ACT (APPROPRIATION)

All work performed in carrying into effect the provisions of the National School Lunch Act. Includes expenses in connection with procuring and distributing commodities purchased under Section 6.

III COMMODITY CREDIT CORPORATION (APPROPRIATION)

A Price Support Programs - All activity incident to the loan and purchase operations (except those conducted by PMA State

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1/ This listing is not intended to be all inclusive, see paragraph II, C.



LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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(III A)

Offices for which service fees are collected--See Moisture Content and Grade Determination) conducted by the Commodity Credit Corporation to support the prices of domestic agricultural commodities, including all work performed in the acquisition, custody, maintenance, and disposition of commodities acquired by the Corporation under the price support programs, so long as the Corporation retains title to the commodities, regardless of the method of disposition. For example, if a commodity acquired by the Corporation under a price support program is disposed of through the Agricultural Supply Programs (see "Agricultural Supply Programs"), all activity performed in the acquisition, maintenance, custody, and disposition of that commodity will be included under the program "Price Support Programs".

B Subsidy Programs (Liquidation) - Includes all activity in connection with the liquidation of the subsidy programs of prior years under which the capital funds of the Corporation were used to make payments or purchases for resale to assist in the maintenance of price ceilings.

C CCC Export Programs - All activity incident to programs financed from capital funds of the CCC in which the Corporation exports or causes to be exported agricultural commodities and products at world market prices and absorbs or pays the difference between such price and domestic prices. Where price support commodities are exported at competitive world market prices under the Supply Program, the man-months cost should be reported under the price support programs.

D Purchases in Foreign Countries - All activity financed from capital funds of the Commodity Credit Corporation in connection with purchase in foreign countries of foods, agricultural commodities, products thereof, and related facilities as are needed to meet emergency domestic requirements, including all work performed in the maintenance, custody and disposition of commodities so purchased. This program does not include activity in connection with the purchase of commodities in foreign countries for disposal through the Agricultural Supply Programs (see "Agricultural Supply Programs").

E Foreign Production Programs - Activities authorized by Section 7, P. L. 395, 80th Congress, under which CCC carries out programs to stimulate and increase the production of foods, agricultural commodities, and products thereof, in non-European foreign countries. Costs of purchasing commodities in non-European foreign countries, even though such purchase activities



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LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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## (III E)

encourage production, should be reported under the program "Purchases in Foreign Countries".

F Research - Includes all work authorized pursuant to Section 4 (m) of the Commodity Credit Corporation Charter Act (P. L. 806, 80th Congress). The work reported under this project must be related and/or directly connected with the conservation or disposal of commodities owned or controlled by the Corporation and shall be conducted in collaboration with research agencies of the Department of Agriculture. This does not include program planning, analytical, and other administrative work performed in connection with normal CCC operations.

## IV AGRICULTURAL SUPPLY PROGRAMS (APPROPRIATION)

Includes all work in connection with procuring, storing, handling, shipping (excluding arranging for ocean transportation), and disposing of agricultural commodities for (a) cash-paying foreign governments, (b) participants under the Foreign Assistance Act of 1948; that is Title I, Economic Cooperation Act; Title II, Greek-Turkish Assistance; Title III, International Children's Emergency Fund Assistance; and Title IV, China Aid Act; (c) United States Government agencies, and (d) other purchasers such as private relief Associations, et al, and others that may utilize the facilities of the Production and Marketing Administration, Commodity Credit Corporation. NOTE: This program does not include (1) work on any programs which are in process of liquidation; (2) work in connection with "Mexican Meat Purchase Program" prior to the time CCC takes title to the commodity (see "Mexican Meat Procurement Program"); and (3) work in connection with commodities procured under "Price Support Programs".

## V OCEAN TRANSPORTATION (APPROPRIATION)

Includes all work involved in arranging the initial contract or charter with steamship companies for ocean transportation for supply programs, making adjustments in the contract or charter required because of diversion of ships or other similar actions, handling and otherwise processing of vouchers, claims, and related fiscal documents, etc.

## VI SUPPLY PROGRAMS IN LIQUIDATION (APPROPRIATION)

Includes all work in connection with supply programs which are in liquidation. A supply program is considered to be in liquidation

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LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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(VI)

when all billed deliveries have been completed. The Budget Division shall notify the Branches concerned when billed deliveries have been completed under a supply program.

VII FOREIGN ASSISTANCE ACT OF 1948: REQUIREMENTS AND ALLOCATION  
(APPROPRIATION)

Includes all work in connection with planning, analyzing, screening, allocating, and making recommendations concerning requests for agricultural commodities, farm machinery, and fertilizer under the Foreign Assistance Act of 1948. NOTE: All work in connection with the actual procurement and delivery of agricultural commodities under the Foreign Assistance Act of 1948 should be reported under the program "Agricultural Supply Programs".

VIII SUGAR ACT (APPROPRIATION)

All work incident to carrying into effect the provisions of the Sugar Act of 1948.

IX CONSERVATION AND USE (APPROPRIATION)

A Agricultural Conservation Program - All work performed under the Soil Conservation and Domestic Allotment Act, as amended, and the Agricultural Adjustment Act of 1938, as amended, in connection with the regular Agricultural Conservation Program.

B Tobacco Marketing Quota Program - All activities incident to the Tobacco Marketing Quota Program.

C Peanut Marketing Quota Program - All activities incident to the Peanut Marketing Quota Program.

X MOISTURE CONTENT AND GRADE DETERMINATIONS (APPROPRIATION)

For all work in connection with (1) grading, sampling, testing, sealing, and inspecting commodities and other work to determine eligibility of such commodities for the loan program; (2) the certification of eligibility for price support program and (3) purchase agreement programs.

XI PHOTOGRAMMETRIC WORK (APPROPRIATION)

Includes activity in connection with furnishing photogrammetric services to other agencies as authorized by Section 387 of the Agricultural Adjustment Act of 1938.

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LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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XII LABOR CAMP DISPOSAL (LIQUIDATION) (APPROPRIATION)

Activities incident to the disposal of farm labor supply camps and facilities.

XIII MARKET NEWS SERVICE (APPROPRIATION)

Includes all work in connection with collecting, and disseminating market news on agricultural commodities including cold storage reports. Excludes market news service authorized by the Cotton Acts and Tobacco Acts.

XIV MARKET INSPECTION OF FARM PRODUCTS (APPROPRIATION)

Includes work in connection with inspection and grading of farm products as to class, quality and condition, which is financed from this appropriation. Excludes inspection of commodities authorized by specific laws such as the Tobacco Inspection Act.

XV MARKETING FARM PRODUCTS (APPROPRIATION)

A Standardization and Marketing Research - Includes standardization and marketing research on fruits and vegetables, livestock, meats, wool, dairy products, poultry products, grain, rice, beans, peas, hay, seed, hops, cotton and cottonseed performed under the appropriation "Marketing Farm Products".

B Research on Transportation - Includes work on improvement of transportation, packing and packing methods and wholesale and retail market practices formerly performed in the Bureau of Agricultural Economics.

C Freight Rates for Farm Products - Includes all activity incident to carrying into effect the provisions of Section 201(a) to 201(d) of Title II of the Agricultural Adjustment Act of 1938 relating to adjustment of freight rates for farm products.

D Obtaining Adequate Market Storage and Transportation Facilities - Includes (a) studies and surveys to develop principles and data to reduce inefficiencies and costs in the physical handling of farm and food products from producer to consumer and (b) determining in advance when and where there will be shortages of transportation and storage facilities and developing and carrying out programs to alleviate such shortages.

E Food Production and Marketing Assistance - Includes all work incident to establishing production goals and guides, coordinating State and local nutrition activities, and providing assistance to industry groups in securing materials, supplies and equipment.

LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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XVI TOBACCO ACTS (APPROPRIATION)

Includes all activity incident to carrying into effect the provisions of the Tobacco Inspection, Tobacco Stocks and Standards, and Tobacco Seed and Plant Exportation Acts.

XVII COTTON ACTS (APPROPRIATION)

Includes all activity incident to carrying into effect the provisions of the Cotton Statistics, Classing, Standards and Futures Acts.

XVIII MARKETING REGULATORY ACTS (APPROPRIATION)

A PAC, Produce Agency, Standard Container and Export Apple and Pear Acts - Includes all activity incident to carrying into effect the provisions of the Perishable Agricultural Commodities Act, the Produce Agency Act, the Standard Container Acts and the Export Apple and Pear Act.

B Packers and Stockyards Act - Includes all activity incident to carrying into effect the provisions of this act.

C Insecticide, Fungicide, and Rodenticide Act - Includes all activity incident to carrying into effect the provisions of this act.

D Federal Seed Act - Includes all activity incident to carrying into effect the provisions of this act.

E Grain Standards Act - Includes all activity incident to carrying into effect the provisions of this act.

F Naval Stores Act - Includes all activity incident to carrying into effect the provisions of this act.

G Warehouse Act - Includes all activity incident to carrying into effect the provisions of this act.

XIX RESEARCH AND MARKETING ACT OF 1946 (APPROPRIATION)

Includes all activities financed from allocations under the Research and Marketing Act of 1946.

XX TRUST FUNDS - INSPECTION AND GRADING (APPROPRIATION)

Includes all work in connection with inspection and grading of farm products as to class, quality and condition, which is financed from fees charged for inspection and grading services deposited in trust funds.

LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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XXI TRUST FUNDS (NEW ENGLAND RADIO NEWS) (APPROPRIATION)

Includes work incident to dissemination of market news and other information performed under the cooperative agreement with the New England States and other agencies and financed by contributions covered into the New England Radio News Trust Fund.

XXII SPECIAL RESEARCH FUND (APPROPRIATION)

Includes research such as the extraction of foreign material from cotton lint of gins financed from the department special research fund.

XXIII GRADING OF AGRICULTURAL COMMODITIES (APPROPRIATION)

A Cotton Classification - Includes cotton classification work in connection with cotton loan and purchase programs financed from capital funds of the Commodity Credit Corporation.

B Wool Grading - Includes wool grading work in connection with wool purchase programs financed from capital funds of the Commodity Credit Corporation.

XXIV FOOT AND MOUTH DISEASE (APPROPRIATION)

A Foot-and-Mouth Eradication - All work done for the Bureau of Animal Industry in connection with the program for the eradication of the foot-and-mouth disease in Mexico and the prevention of its spread to the United States.

B Mexican Meat Procurement Program - All activity incident to the purchase, by PMA, and delivery to the United States border of canned meat procured in Mexico with funds made available, pursuant to Public Law 8 - 80th Congress, for the eradication of the Foot-and-Mouth disease in Mexico. Activity incident to the handling of such meat after it enters the United States and to the disposal of such meat should not be reported under this heading (see Agricultural Supply Program).

XXV REIMBURSABLE SERVICES PERFORMED FOR OTHER AGENCIES (APPROPRIATION)

Includes all work performed under the Consolidated Account for agencies outside PMA on a reimbursable basis. The name of the reimbursing agency shall be included in the work program title, as follows: "Reimbursable Services performed for 'Name of Agency'". Report work performed for each agency as separate work programs. Reimbursable services for agencies outside PMA performed under these programs financed from direct allotments shall be reported under the appropriate "direct allotment" work programs.



LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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XXVI SECTION 392, AA ACT OF 1938 (APPROPRIATION)

Includes all work incident to services rendered for the following offices: PMA State and County Offices, the ACP Branch, Aerial Photo Laboratory, and the Office of Assistant Administrator for Production. The branches reporting under this work program are those which have received an allocation from "Section 392" as part of the consolidated account (CCC) allotments, including Office of the Administrator, Budget and Management Branch, Fiscal Branch, CCC Field Offices, Information Branch, Audit Branch, Compliance and Investigation Branch, Tobacco Branch, Fats and Oils Branch, and the Marketing Facilities Branch. Branches receiving direct allotments of Section 392 funds will not report under this work program. These branches, including the ACP Branch, the PMA State Offices, Office of Assistant Administrator for Production, and the Aerial Photo Laboratory will distribute man-months among the specific programs itemized in the procedure.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

PMA 431.1

OPERATION, STORAGE, AND IDENTIFICATION OF GOVERNMENT  
MOTOR VEHICLES - AREA AND FIELD

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I PURPOSE

This Instruction establishes requirements for the operation, storage, and identification of Government motor vehicles in area and field offices. Specific procedure is provided for requesting authorization to store such vehicles at or near the residences of PMA employees.

II DEFINITIONS

A Government Vehicle - Refers to any motor-propelled vehicle in the custody of PMA which is owned or leased by the Government.

B Supervisor - Refers to the officer in charge of the office responsible for the custody and maintenance of the Government vehicle.

III IDENTIFICATION OF VEHICLES

Employees having custody of Government vehicles shall affix appropriate identification to such Government-owned motor vehicles or motor vehicles leased by the Government for a period exceeding 6 months. Only under circumstances set forth below shall such identification be removed. The chiefs of the Area Administrative Services (AS) Divisions will distribute necessary identification to field offices for automotive equipment in their custody.

A Display and Disposal of Government Tags:

1 Each vehicle shall carry two tags, mounted respectively on the front and rear of the vehicle. The tags shall be used on the vehicle to which originally assigned until the vehicle is removed from service, or until they become mutilated or defaced, making necessary their replacement. When a vehicle is retired from service, the tags shall be removed. Such tags may be either transferred to a new vehicle, returned to stock for subsequent use, or voided against further use.

2 In order to conserve as much of the critically short steel supply as possible at this time, old tags now mounted on the rear of vehicles should be continued in use if in good condition, and existing stocks of old tags should be exhausted before new tags are put in use, except as local authorities may urge immediate change-over to front-and-rear identification in accordance with post-war license-plate practices within their States.

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(III A 2)

3 Tags obtained for use on motor vehicles located or operated outside of the District of Columbia and which are determined to be surplus to the needs of an agency shall, if serviceable, be reported to the chairman of the Area Agricultural Equipment Committee in the area in which the tags are located for possible transfer to other departmental users in the same general vicinity. In the event of transfer to another departmental agency, report should be made through appropriate channels to the Central Supply Division, Office of Plant and Operations. When a transfer is not effected within a reasonable time (approximately 30 days) surplus tags shall be cleared by the Area Agricultural Equipment Committee for reporting by the owning agency to the Central Supply Division, Office of Plant and Operations, for reassignment.

4 Tags which are voided shall be defaced or destroyed to prevent their being reused for unauthorized purposes. All departmental or establishment tags removed from vehicles or in stock when the official tags are received shall be accumulated, defaced, and disposed of as prescribed by surplus property regulations.

5 Tags secured from the District of Columbia Government may be transferred only to another Government vehicle of the same department or establishment operating in the District, and then only if authorized by the Director of Vehicles and Traffic of the District of Columbia Government. Damaged or mutilated tags removed from vehicles operating in the District of Columbia shall be delivered to the District of Columbia Department of Vehicles and Traffic for cancellation.

6 Official Government tags shall not be used on any vehicle not owned or leased by the United States Government.

B Official U. S. Government Shields

a Official shields shall be purchased from Central Supply Division, Washington, D. C.

b Display and disposal of shields:

1 The official identification shield shall be displayed as follows:



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(III B b 1)

a On passenger cars, trucks, busses and ambulances - vertically centered on both front door panels, or in as nearly equivalent position relative to the driver's seat as is possible if there is no door.

b On trailers - vertically centered on both sides.

c On motorcycles (sidecars only) - vertically centered on the outside panel of the sidecar.

2 When a vehicle is sold or otherwise retired from Government use, the shields shall be removed. The official identification shield shall not be displayed on any vehicle not owned or leased by the United States Government.

C Decalcomania, "Department of Agriculture, Production and Marketing Administration" - Shall be centered immediately underneath the U. S. Government identification shield. (See III B.) The supervisor is responsible for removal of this decalcomania if the vehicle is removed from PMA custody.

D Decalcomania, Form AD-185 - This decalcomania, AD-185 which cites portion of Public Law 49, 79th Congress, restricting use of Government vehicles to official purposes, shall be affixed to the dashboard or some other conspicuous place on the inside of the vehicle visible to the operator and any other occupants. The supervisor is responsible for removal of this decalcomania if the vehicle is sold outside of the Government.

E Registration of Vehicles and Procurement of Government Tags: Each department and establishment shall maintain a record of all tags in use, the vehicle to which assigned, and all voided tag numbers.

1 Vehicles used in the field: Except for those required in the District of Columbia, official Government tags shall be purchased from the Central Supply Division, Washington, D. C.

2 Vehicles used in the District of Columbia: Government vehicles operated primarily in the District of Columbia shall be registered with, and official tags for them procured from, the District of Columbia Department of Vehicles and Traffic in accordance with Section 40-102, paragraph (b), sub-paragraph (2), of Title 40, District of Columbia Code which provides for the issuance: "Annually, without charge, of certificates of registration and identification tags for all vehicles owned by

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## (III E 2)

the United States or by the District of Columbia, or officially used by any duly accredited representative of a foreign government". Every such vehicle shall be re-registered during April of each year (special forms being available from the Department of Vehicles and Traffic for the purpose). Further, each vehicle shall be inspected annually by the District of Columbia Department of Vehicles and Traffic, in accordance with 52 Stat. 78, which requires such service to be provided without charge for "...vehicles owned and officially used by the Government of the United States or by the Government of the District of Columbia or by the representatives of foreign governments..."

## IV OPERATION

A Regulation Against Misuse - No employee shall use or authorize or participate in the use of a Government vehicle for other than official purposes. PMA Manual Instruction 325.1, "Discipline", cites restrictions and penalties in connection with the misuse of Government vehicles and also clarifies the meaning of "official purposes".

B Official Permits - No employee may operate a Government vehicle unless he has been granted a Department of Agriculture motor vehicle operator's permit. Individuals desiring an operator's permit shall make application as prescribed in Instruction 306.1, "Issuance and Accountability for Identification Cards".

C Responsibilities of Driver - The driver of a Government vehicle shall exercise maximum prudence and economy in operating the vehicle and, specifically, shall:

1 Familiarize himself with and strictly observe departmental and PMA regulations and applicable Federal, State, and local speed, traffic, and safety regulations. If weather or road conditions are such that driving at permitted speeds, exercising rights of way, and so forth, would be hazardous, the driver shall use added caution.

2 Check the vehicle daily or before each trip for possible defects in safety and control devices, such as brakes, lights, horn, windshield wipers, steering mechanism, tires, and so forth, and arrange with his supervisor for such needed repairs, or other needed repairs noted while the vehicle is in operation. The driver should not operate the car until needed repairs are made, except to bring the vehicle to a repair station, and, then, only when the nature of the defect would not



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make driving hazardous under prevailing weather, road, traffic, and time of day circumstances.

3 Use chains when road conditions (mud, ice, snow) make it hazardous to drive without them.

4 Maintain an operating report by days and months in his operations book, Form AD-187, "Operation Record, AD-187 Government-Owned Motorized Equipment", in accordance with instructions contained on the first page of that book.

5 Submit to his supervisor at the end of AD-187A each month on Form AD-187A, "Vehicle Operating Report", a recapitulation (original only) of the information recorded for the month in his operations book. The report for June of each year must be accompanied by his operations book, AD-187, containing his complete operating record for the fiscal year.

6 Follow procedure prescribed in PMA Manual Instruction 436.1, "Reporting Motor Vehicle Accidents Occurring in the Field and Handling Claims Arising Therefrom", in the event of an accident or collision involving the vehicle.

7 Report immediately (within 24 hours) to his supervisor the theft, loss, or damage of the vehicle.

D Responsibilities of Supervisor - The supervisor shall:

1 Allow the vehicle to be operated only for official purposes by employees holding operator's permits issued by the Department.

2 Have the vehicle inspected periodically by experienced mechanics and not permit its operation before repair when the inspection reveals any serious defects or when such defects are known to exist.

3 Follow procedure prescribed in PMA Manual Instruction 436.1, "Reporting Motor Vehicle Accidents Occurring in the Field Handling Claims Arising Therefrom", in the event of an accident or collision involving the vehicle.

4 Follow procedure prescribed in PMA Manual Instruction 422.1, "Control and Utilization of Nonexpendable Property - Washington, Area and Field", if the vehicle is stolen, lost or damaged in any way other than by an accident or collision.

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## (IV D 4)

5 Transmit monthly and annual operating reports submitted by the driver of the vehicle to the appropriate Area AS Division chief.

## V STORAGE WHILE EN ROUTE

When drivers are en route or away from their official station and it is necessary to store the vehicle over night or for longer periods, they shall utilize Government storage or commercial storage under PMA-negotiated Government contract if such facilities are available. In the absence of these facilities, drivers (1) shall arrange for garaging which will provide adequate safety and protection to the vehicle without undue inconvenience or hindrance to official duties, or (2) under justifying circumstances may park the vehicle on the street or in a parking lot, provided such parking will provide adequate safety and protection to the vehicle for the period the vehicle is parked and provided the vehicle is parked in accordance with local parking regulations. Reimbursement for reasonable garage costs for a Government vehicle may be claimed on the employee's travel voucher.

## VI STORAGE AT OFFICIAL HEADQUARTERS

Supervisors are responsible for arranging proper storage near official headquarters for Government vehicles in their custody. Government or commercial storage shall be used if available, unless circumstances are such (See VII B) that storage at or near the employee's private residence is justified. If Government storage space is not available, the supervisor shall make an informal canvass of available commercial storage within reasonable distance of the official headquarters and advise the appropriate AS Division chief by memorandum of his findings, including prices quoted. The AS Division chief shall determine whether formal invitation for bids should be prepared, or whether a contract can be entered into without advertising. If advertising is necessary, the AS Division chief shall prepare an Invitation to Bid and transmit sufficient copies to the supervisor, who shall handle them in the same manner as required in Instruction 411.1, "Acquisition of Space and Utility and Miscellaneous Services - Area and Field".

## VII STORAGE AT OR NEAR EMPLOYEE'S RESIDENCE

With the specific exceptions made below, no employee shall store nor shall any supervisor permit the storage of a Government vehicle at or near the private residence of any employee without specific authorization from the Secretary obtained through the appropriate AS Division chief. Any supervisor or employee violating this prohibition



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## (VII)

is liable to the penalties governing improper use of an official vehicle, stated in PMA Manual Instruction 325.1, "Discipline".

A Exception to Secretarial Authorization - Supervisors may approve requests of employees under their supervision to store Government vehicles at or near their residences in unusual circumstances in connection with field work when commercial or Government storage is not reasonably available and when brief storage at the employee's residence will promote the efficient performance of his official duties. The supervisor shall require the employee to submit and shall maintain in his files a complete signed record of the circumstances which made such storage necessary in the public interest, including the dates of itinerary, hours of use, departure, and so forth. This exception shall apply only when the contingency cannot be foreseen and occurs very infrequently.

B Justification for Request - No circumstances justify a request to store a Government vehicle at or near the private residence of an employee unless (1) Government or commercial storage is not available within reasonable distance consistent with work requirements and responsibilities involved or is not available at the hours service is required, or (2) available Government or commercial storage cannot provide adequate protection to Government equipment or property which must be left in or near the vehicle. If one of these two conditions exists, the application shall state any further justification for the request. Circumstances usually regarded as adequate reason for such requests are:

1 When conditions require that the employee have the vehicle stored at a convenient, readily accessible location which may be at or near his residence in order that the employee may at all times be able to respond to emergencies with a minimum of delay.

2 When the employee is stationed at a field point where he has no office and proceeds directly from his residence to varying points for duty.

3 When the employee is stationed at a field point where there is a local office but normally proceeds directly from his residence to varying points for duty.

4 Where the employee is required to depart and return from field trips at unusually early and late hours which cannot be avoided without serious handicap to the Government's work.

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## (VII B 4)

5 Where calls for service are made at unusual hours and though public transportation may be available, the need for prompt attention does not permit of delay incident to obtaining such transportation, as, for example, where shipments require Government inspection without delay.

Requests for storage authorization for reasons other than those specified will be considered on their individual merits but they must contain conclusive evidence that such storage is necessary in the public interest.

C Method of Requesting Authorization - When circumstances justify the continuous, regular or frequent storage of a Government vehicle at or near his residence, the employee shall submit to his supervisor an original (on plain bond), and, 5 copies (on white manifold tissue) of a typed application for such authorization in the form indicated in exhibit A of this Instruction. The original and one copy shall be signed. All other copies must show the signature but a signature stamp may be used or the applicant's name may be typed on the signature line. It is particularly important that the justification for the request be accurately and clearly stated, including the basic justification (one of the two circumstances set forth in the first sentence of VII B) and any further governing circumstances such as those listed in VII B 1, 2, 3, 4 and 5.

D Approval of Authorization

1 Supervisor and Area AS Division Chief - If the supervisor approves the application, he shall sign the original and the copy signed by the applicant and shall submit all copies to the appropriate Area AS Division chief who shall review the application and transmit it to the AS Division in Washington with his recommendation for approval, or return it to the supervisor with a statement of his reasons for disapproval.

2 Washington - The Washington AS Division will obtain the approval (1) of the branch involved and (2) of the Secretary, through appropriate channels. If approval from these sources is granted, the Washington AS Division will retain one conformed copy of the approved application, transmit one conformed copy to the administrative officer of the branch involved, and return the signed original and two conformed copies to the appropriate Area AS Division chief, who in turn shall retain one conformed copy and transmit the signed original and the other conformed copy to the applicant's supervisor. (The signed copy will have been retained by the Secretary's Office.)



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(VII D 2)

The supervisor shall retain the conformed copy and give the signed original to the applicant. Authorizations issued to applicants are not transferrable. The employee must submit a new application when circumstances, as reported in the original justification, change to such an extent as to make continued authorization questionable. The supervisor is responsible jointly with the employee for securing new authorization under such circumstances.

E Responsibilities - The following responsibilities are in addition to those embodied in preceding paragraphs.

1 Area AS Division Chief - The Area AS Division chief shall maintain a record of all authorizations issued to employees within his area and review them annually to insure that all authorizations outstanding are essential. It is his responsibility to satisfy himself that all field officials responsible for the operation and storage of Government vehicles are cognizant of the requirement of authorization from the Secretary. If a violation of this requirement comes to his attention, he shall first advise the supervisor and the employee separately that such violation is occurring and must cease. If the violation continues, the Area AS Division chief shall make a full and complete report, naming both the supervisor and the employee guilty of the violation, to the Area Personnel (PE) Division for investigation and recommendation, transmitting a copy of the report to the AS Division in Washington.

2 Area PE Division - The Area PE Division shall investigate the violation and make a report of its findings to the PE Division in Washington.

3 Supervisor - It is the responsibility of the supervisor to inform each employee under his supervision who holds a Department permit to operate an official vehicle of the requirements of this Instruction and to take action to put an end to any violation thereof. The supervisor is also responsible, in the absence of action by the employee, for initiating action to secure authorization to store the vehicle at or near the employee's residence, if such storage would further more efficient performance of the employee's official duties. In such cases, provided the employee is agreeable to such storage, the supervisor shall require him to execute a request as required in VII C.

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(VII E 3)

4 Employee - It is the responsibility of the employee who operates a Government vehicle to request appropriate authorization for approval of storage at or near his private residence, if necessary, and to preserve the original approved application, as he may be called upon to produce it as evidence of his right to store the vehicle in this manner.

Attachment - Exhibit A

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